Step-by-Step Guide: Campus Employment

Step 1: Go to your Browser (Internet Explorer, Google Chrome, Firefox, etc.)

Step 2: Type into your search bar https://www.indianatech.edu/ and hit the enter key.

Step 3: click the Hire a Warrior button at the top of the screen.
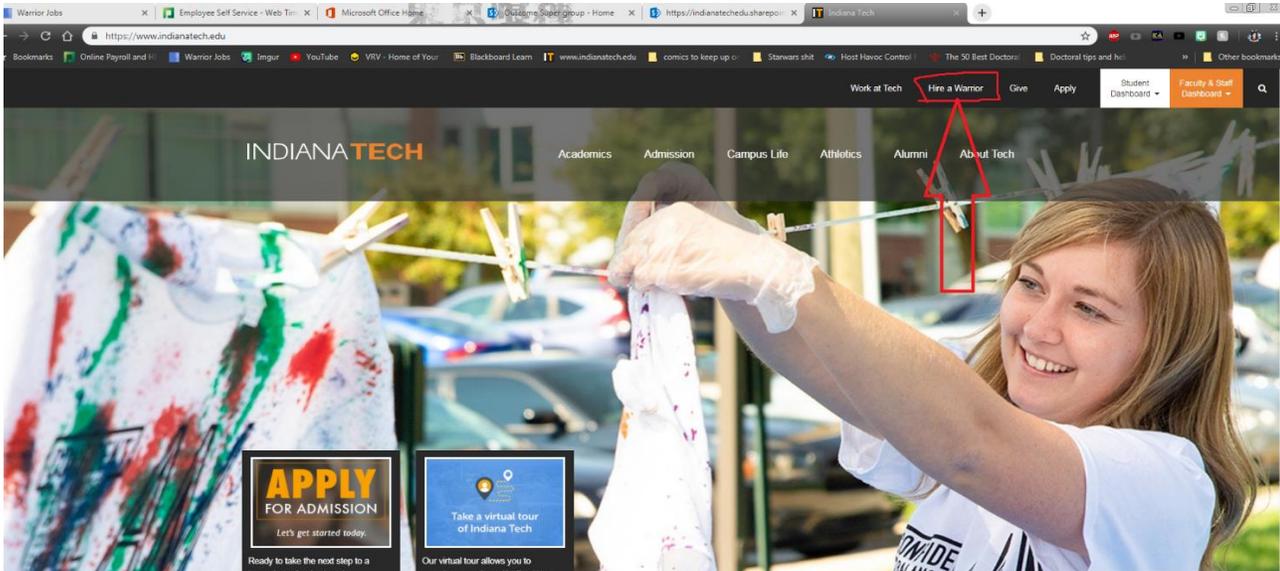
Step 4: Select the Student / Alumni box that appears on your screen
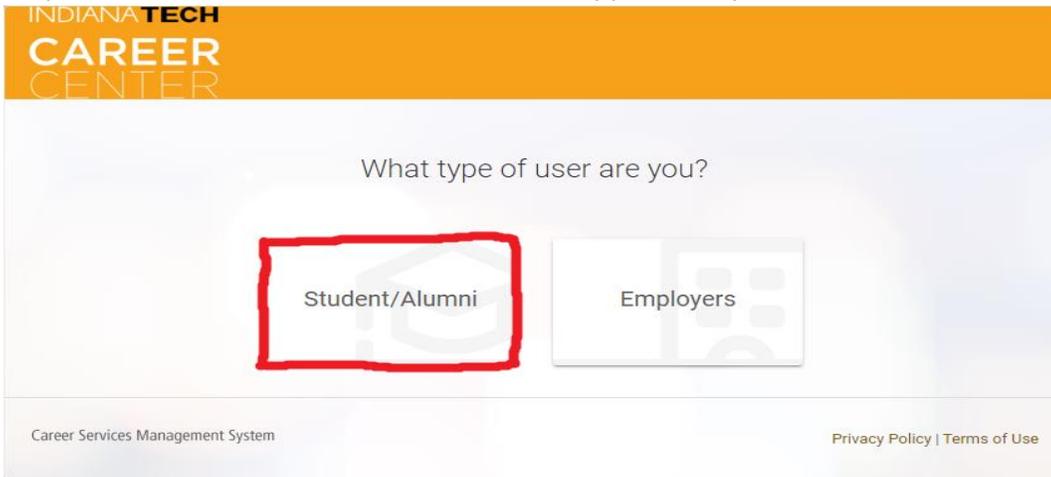
Step 5: You will log in using your full Indiana Tech Email address and your current student password (the same password you created to log into my.indianatech.edu, or any campus computer)

Step 6: If this is your **First Time Logging into Warrior Jobs** you will need to fill out the form that appears.

Step 7: An email will be sent to your student account that will ask you to verify your account by clicking a link.

Step 8: Wait for a manager to approve your registration form. Important- You must complete step 7, and Verify your email before a manager can approve your account!

Step 9: Once you are approved fallow steps 1-5 again to log in.

Step 10: select the jobs tab on the left hand side of your home page in warrior jobs.
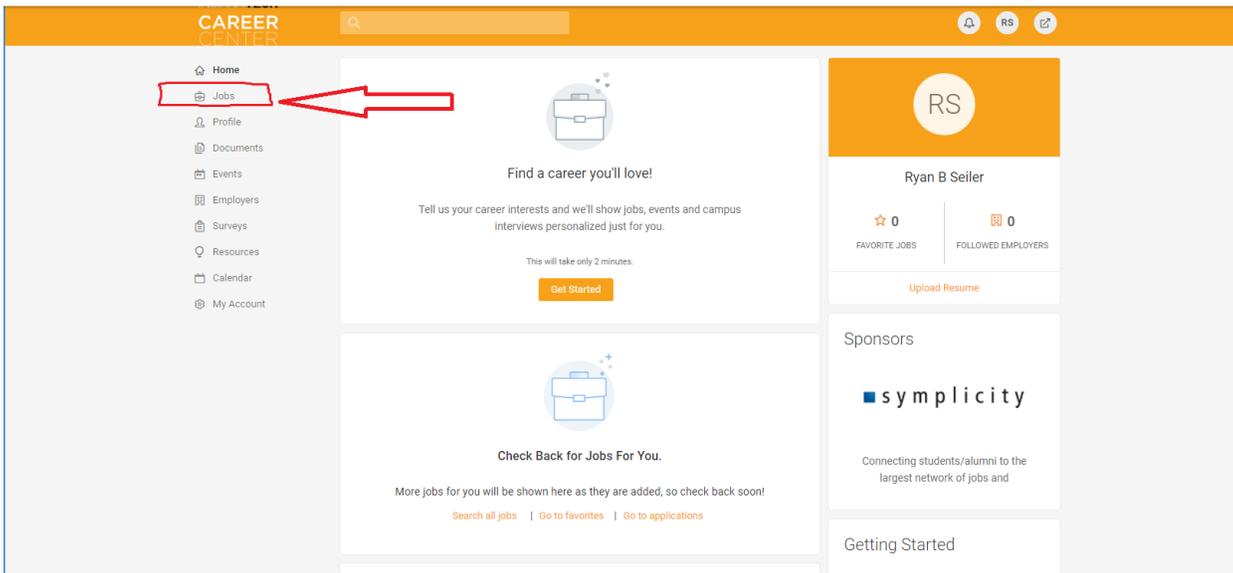
Step 11: under Jobs select Discover, this will take you to the job board of Warrior Jobs.
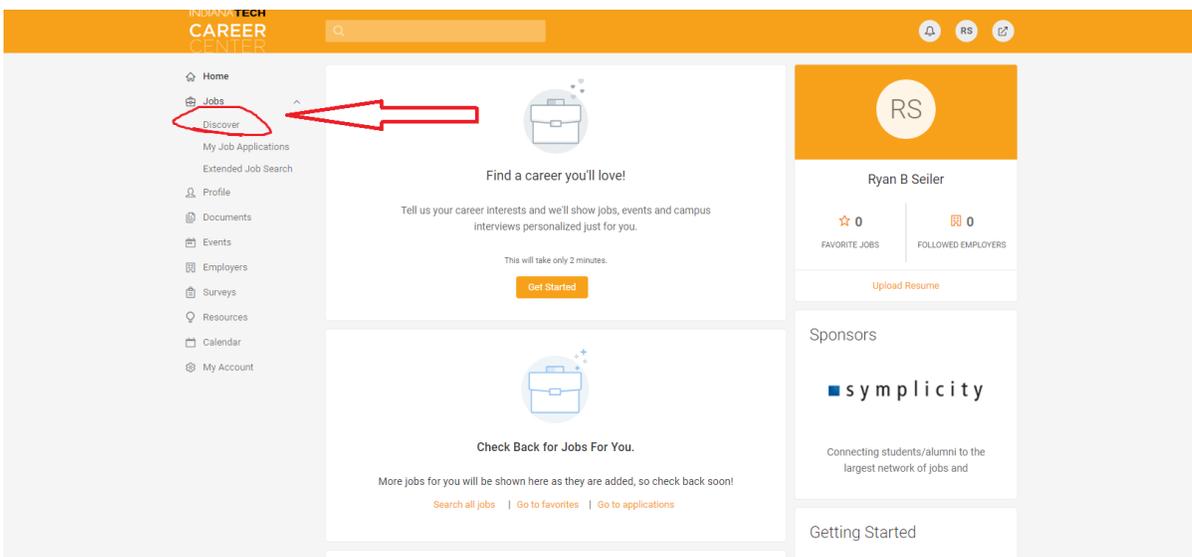
Step 12: For Campus employment type the word "*Warrior*" in the Keywords search bar then hit search.
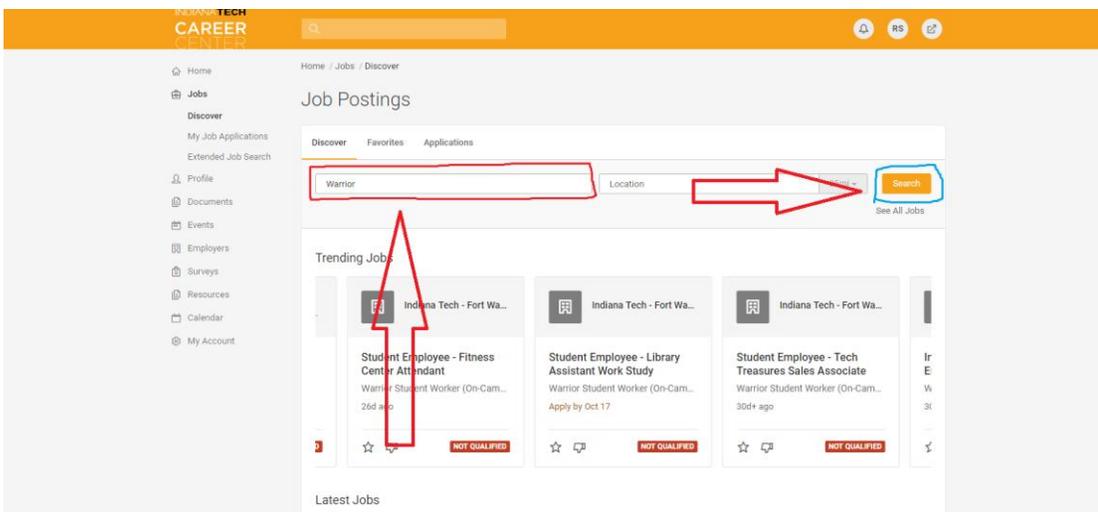
Step 13: once you hit the search button you will only be provided with on campus jobs, click any of the job titles to get more information and to see if you qualify for the position.
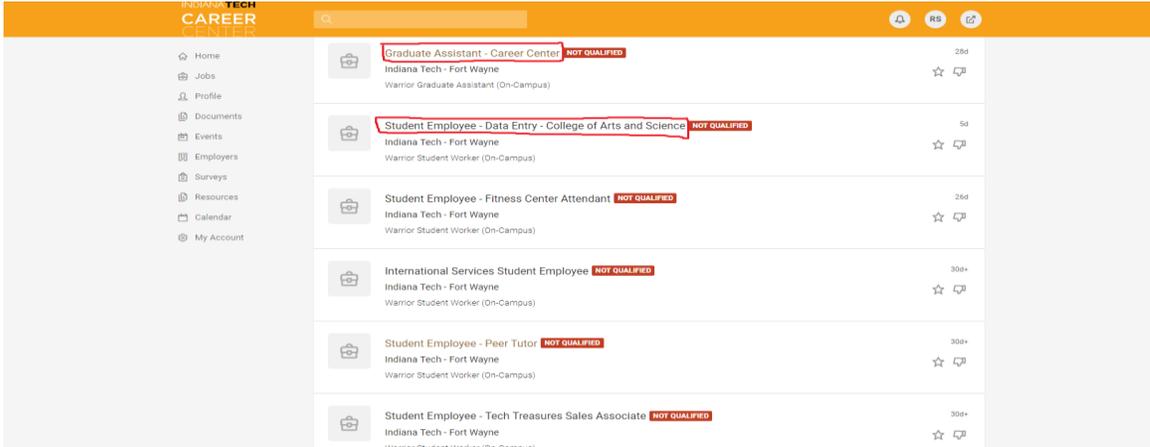
Step 14: Once you have read the details and see that you are qualified and want to apply hit the apply button at the top of the job posting. This will take you to Paycom, HR's program to apply to the on-campus job. (this will require the creation of a separate Paycom account)